

# High Sick Leave Consumption Air Pollution Control District

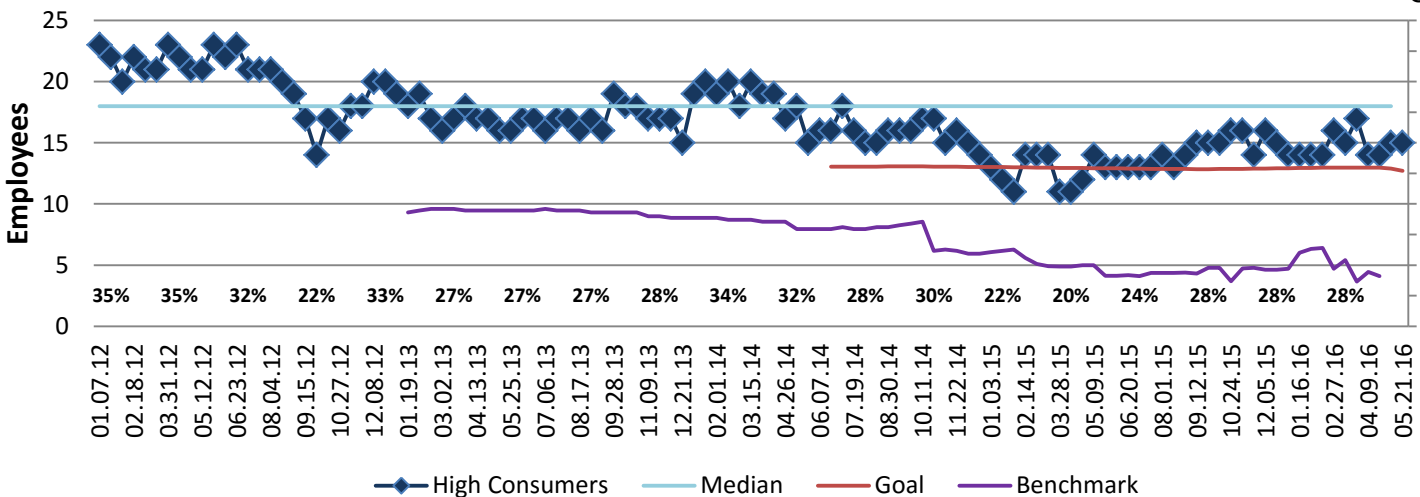


KPI Owner: Michelle King

Process: Sick Leave Management

Baseline, Goal, & Benchmark		Source Summary	Continuous Improvement Summary		
Baseline: CY 14: avg. 21 employees; 36%		Data Source: Payable Time Peoplesoft	Plan-Do-Check-Act Step 8: Monitor and diagnose		
Goal: Reduce baseline to 24% in 2016		Goal Source: Scope Summary	Measurement Method: # of employees who used 9 or more out of 12 sick <sup>1</sup> days in a 12 month period; rate calculated by dividing by total employees		
Benchmark: 7.47% LMG Top Quartile 05/07/16		Benchmark Source: Enterprise KPI Report	Why Measure: Promote a culture in which sick time is used appropriately		
			Next Improvement Step: Refresh employees on sick leave use policies.		
			Reinforce supervisor and manager training.		
How Are We Doing?					
06.22.14-05.21.16 Rolling 52wk Avg Goal	06.22.14-05.21.16 Rolling 52wk Avg		06.07.15-05.21.16 Goal	06.07.15-05.21.16 Actual	
13	15		13	15	
Employees	Employees		Employees	Employees	

## High Sick Leave Consumption



The seven basic quality tools, "5 Whys" technique, brainstorming and other methods will be applied to the measure graphed above. The purpose of using the tools/methods is to understand what makes performance less than desirable if performance is not best in class.